



# Louisiana State Board of Medical Examiners

## Background Check Fingerprinting Instructions

### **Option 1: Mailing background check packet to LSBME for processing**

This process can take 60-90 days. Prints can be rejected for various reasons. You will be notified immediately (via email) should this occur.

\*When being fingerprinted, please emphasize the need for clear, legible prints. Fingerprints are being rejected more frequently and this results in re-prints having to be done. This, in turn, will delay the licensure process.

Contact any local police station, sheriff's office or private agency authorized to take fingerprints. We recommend contacting in advance to check on availability of digital fingerprinting (as well as ink), hours of operation, costs (you will need 2 FBI cards). If digital fingerprints are taken, images **MUST** be transferred onto FBI cards. If agency does not supply FBI fingerprint cards, email [lsbmeCBC@lsbme.la.gov](mailto:lsbmeCBC@lsbme.la.gov) with your name and mailing address and a packet will be mailed to you.

#### **Packet mailed to LSBME must include**

- 2 completed FBI fingerprint cards:
  - Name, SS#, Date of Birth, Sex, Race, Height, Weight, Eyes, Hair, Place of Birth filled in.
  - Your signature must be on cards.
- Fee \$46.25 - **Money Order, Cashier's Check ONLY** (made payable to LSBME). **NO PERSONAL CHECKS!!!!!!**
- Louisiana State Police - Authorization Form (complete bottom of form)
- Applicant Processing Disclosure Form (complete middle of form)
- Credential Checklist Form

#### **Mailing Address**

- LSBME, Attn: CBC, 630 Camp St, New Orleans, LA, 70130.

### **Option 2: Going to Baton Rouge, Louisiana for fingerprinting**

This option produces the fastest results.

Only Location:

Louisiana State Police Office  
7919 Independence Blvd  
Baton Rouge, LA, 70806

Hours of operation excluding state holidays:

Mon-Thurs 7:00 am - 3:30 pm  
Friday 7:00 am - 2:30 pm

#### **Checklist**

At the police office, state that you need a background check done for the LSBME.

- Fingerprinting fee: \$10.00
- Forms of payment: **Credit Card, Money Order, Cashier's Check or Business Check payable to DPSC**
- Louisiana State Police - Authorization Form (complete bottom of form)
- Applicant Processing - Disclosure Form (complete middle of form)
- Automated Processing Form (to be stamped by state police)
- Current Government Issued ID or Current Passport

#### **Mail to LSBME, 630 Camp Street, New Orleans, LA 70130**

- Automated Processing Form.
- Fee \$46.25 - **Money Order, Cashier's Check ONLY** (made payable to LSBME). **NO PERSONAL CHECKS!!!!!!**



ATN \_\_\_\_\_

SID# \_\_\_\_\_

**APPLICANT PROCESSING – DISCLOSURE**  
**BUREAU OF CRIMINAL IDENTIFICATION AND**  
**INFORMATION**  
 P.O. BOX 66614 (MAIL SLIP A-6)  
 BATON ROUGE, LA 70896

\_\_\_\_\_  
AGENCY, BUSINESS OR INDIVIDUAL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

**NOTICE:**  
**PLEASE PRINT OR TYPE**  
**INFORMATION, EXCLUDING**  
**ADMINISTRATORS OR AUTHORIZED**  
**PERSONS SIGNATURE.**

**INCOMPLETE FORMS WILL NOT BE**  
**PROCESSED.**

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
PLACE OF BIRTH  
(STATE)

\_\_\_\_\_  
RACE / SEX

\_\_\_\_\_  
WEIGHT

\_\_\_\_\_  
HEIGHT

\_\_\_\_\_  
HAIR COLOR

\_\_\_\_\_  
EYE COLOR

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.**

**DO NOT WRITE BELOW THIS LINE: {For Bureau of Criminal Identification and Information Use Only}**

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of an arrest or conviction information not available in our database.

## CRIMINAL HISTORY DETERMINATION

RAPSHEET ATTACHED

RESPONSE BELOW





## Louisiana State Board of Medical Examiners

### Automated Processing Form Baton Rouge, Louisiana ONLY

Complete this form **ONLY** if going to the state police office in Baton Rouge, Louisiana for fingerprinting.

If you choose this option:

- Go to Louisiana State Police Office, 7919 Independence Blvd, Baton Rouge, LA 70806
- Request Automated Processing
- Hours of Operation excluding state holidays:  
    Mon-Thurs 7:00 am – 3:30 pm  
    Friday 7:00 am – 2:30 pm

Payments: See the instruction sheet for appropriate fee.

Required Forms:

- Louisiana State Police Authorization Form (bottom completed)
- Applicant Processing Disclosure Form (middle completed)
- Automated Processing Form (complete below)

Name	
Street Address	
City, State, Zip	
SSN	
License Applied For	
Date of Birth	
Race	
Sex	
Height	
Weight	
Driver's License	#: _____ State: _____

**Must be stamped by  
Louisiana State Police**

**Important:** Return this stamped form to the LSBME to ensure that we receive your results.

**Mail to LSBME, 630 Camp Street, New Orleans, LA 70130**

- Automated Processing Form.
- Fee \$46.25 - **Money Order, Cashier's Check ONLY** (made payable to LSBME). **NO PERSONAL CHECKS!!!!!!**